

LONG MELFORD PARISH COUNCIL

The Parish offices, Cordell Road, Long Melford, Suffolk. CO10 9EH.
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Minutes of: Finance Committee
Date: Thursday, 29th August 2019 Time: 7.00 p.m.
Place: UNITED REFORM CHURCH, Hall Street, Long Melford.

Present: Cllrs: Jayne Lines (Chairman), J Ewbank, C Michette, R Michette, L Tipper, D Watts (arrived at 7:03), J Watts.

There were no members of the public in attendance.

Chairman opened the meeting at 7.00pm.

Apologies for absence were received from: Cllrs L Malvisi.

Agenda Number	Description
19/01	Election of Chairman for civic year 19/20: Cllr Lines was proposed by C Michette, and seconded by R Michette – There were no other nominees. It was therefore resolved that Cllr Lines be elected by a unanimous show of hands.
19/02	Election of Vice- Chairman for civic year 19/20: J Ewbank was proposed by C Michette, and seconded by L Tipper. There were no other nominees. It was therefore resolved that Cllr Ewbank be elected by a unanimous show of hands. <i>Cllr D Watts then joined the meeting</i>
19/02b	The recording of apologies for absence was omitted from the Agenda, but clarified in point of order. Apologies for absence had been provided by Cllr L Malvisi.
19/03	The minutes previous meeting held on Thursday 24 th May 2018 at 7:00pm at URC, were proposed for acceptance, unanimously agreed and duly signed.
19/04	Questions and or statements from the Public: There were no members of the public present.
19/05	Account Reconciliations: Account Reconciliations from June and July 2019 for Lloyds account were received and signed by the Chairman.
19/06	Internal Audit Appointment: The Internal Auditor for the 2019/20 was appointed (Heather Heelis of Heelis and Lodge). It was noted that this will be the fourth audit by this auditor, but as the clerk/RFO will be new, maintaining the auditor for the next review made sense.
19/07	AC unit for Parish offices: 3 quotes were reviewed by the Committee and it was resolved that the quote by Climate Air Conditioning was accepted as providing best value for money.

19/08	External Audit Comments: The Committee received the comments from the External Auditors (PKF Littlejohn) and resolved to receive and note the content.
19/09	NALC new Financial Regulations: The Committee reviewed the new model orders suggested by NALC, and have minor amendments to make, before submitting to the October Full Council meeting with a recommendation for adoption.
19/10	Spot Checks for the RFO's accounting: The Spot Check form produced by the clerk has been accepted as an acceptable format for usage in the next two spot checks, and further modifications can be provided after the experience of the first two spot checks if required. Cllr Ewbank volunteered to deliver the spot checks, with the first to occur within the next month, prior to the clerks departure. Resolved to adopt the spot check form and commence spot checks within the next month, and then to be held twice per annum thereafter.
19/11	Online Banking update: Lloyds online Banking has proven to be a painful experience to date. Of the 4 signatories that Lloyds have agreed we can use for authorisations, it appears that now only 3 can be used, as the clerk has to take up one of the four slots in order to compile the lists for approval. Arbitrarily, Lloyds have chosen Cllr Delderfield as the authoriser that will not be listed (and therefore not provided with authentication capability). Cllr Nunn has yet to receive his authentication capability, and Cllr Lines and Michette (C) have received theirs, but have yet to enable their authentication card.

There being no further business on the agenda, the meeting closed at 7.48pm



Signed

Chairman, Finance Committee
Long Melford Parish Council